



**STATE OF SOUTH CAROLINA  
DEPARTMENT OF EDUCATION**

*Office of Special Education Services*  
**IDEA Program Monitoring Agenda**

**LEA NAME:**

**Team 1**

**File Review Team** [insert initials]

**DAY ONE:**

**Team 2**

**Interview Team** [insert initials]

|                     |   |   |
|---------------------|---|---|
| 8:30 am – 8:45 am   | Arrival and Set-Up  |   |
| 8:45 am – 9:15 am   | <b>Presentation by Local Education Agency (LEA)</b><br><b>LEA Leadership Team (e.g., Superintendent, Special Services Director, and other invited guests)</b><br><b>Location:</b> |   |
| 9:15 am – 9:30 am   | <b>Office of Special Education Services - Summary of Monitoring Activities</b><br><b>On-Site Monitoring Team</b><br><b>Location:</b>  |   |
| 9:30 am – 10:30 am  | <b>OSES – File Review Team</b><br><b>Location:</b>  | <b>OSES – Interview Team</b><br><b>Interview Group:</b> Choose an item.<br><br><b>Interview Location:</b> |
| 11:00 am – 12:00 pm |   | <b>OSES – Interview Team</b><br><b>Interview Group:</b> Choose an item.<br><br><b>Interview Location:</b> |
| 12:00 pm – 1:15 pm  | Lunch Break   |   |
| 1:30 pm – 2:30 pm   | <b>OSES – File Review Team</b><br><b>Location:</b>  | <b>OSES – Interview Team</b><br><b>Interview Group:</b> Choose an item.<br><br><b>Interview Location:</b> |
| 2:30 pm – 4:00 pm   |   | <b>OSES – Interview Team</b><br><br><b>Interview Debriefing/File Review</b>                               |
| 4:00 pm – 4:30 pm   | <b>OSES Monitoring Team - Day One Debriefing</b><br><b>Office of Special Education Services On-Site Monitoring Team</b><br><b>Location:</b>                                       |   |

**DAY TWO:**

|        |  |
|--------|--|
| Team 1 |  |
| Team 2 |  |
| Team 3 |  |

|                     |   |   |   |
|---------------------|---|---|---|
| 8:00 am – 8:30 am   | <b>Travel Time/Set Up at Various School Sites,<br/>Implementation and File Review Teams</b> |   |   |
| 8:30 am – 10:00 am  | <b>Team 1<br/>File Review Team<br/>Location:</b>  | <b>Team 2<br/>Implementation Review<br/>Location:</b> | <b>Team 3<br/>Implementation Review<br/>Location:</b> |
| 10:00 am – 10:30 am | <b>Travel Time<br/>OSES School Site Monitoring Teams</b>                                    |   |   |
| 10:30 am – 12:00 pm | <b>Team 1<br/>File Review Team<br/>Location:</b>  | <b>Team 2<br/>Implementation Review<br/>Location:</b> | <b>Team 3<br/>Implementation Review<br/>Location:</b> |
| 12:00 pm – 1:30 pm  | <b>Travel Time and Lunch<br/>OSES School Site Monitoring Teams</b>                          |   |   |
| 1:30 pm – 3:00 pm   | <b>Team 1<br/>File Review Team<br/>Location:</b>  | <b>Team 2<br/>Implementation Review<br/>Location:</b> | <b>Team 3<br/>Implementation Review<br/>Location:</b> |
| 3:00 pm – 3:30 pm   | <b>Travel and OSES Debriefing<br/>OSES On-Site Monitoring Team<br/>Location:</b>            |   |   |
| 3:30 pm – 4:00 pm   | <b>Concluding Conference<br/>with LEA Special Services Director<br/>Location:</b>           |   |   |

**\*All times are tentative and will be finalized by the Lead Monitor and the Special Services Director.**

**School Site Addresses and Contacts:**

| # | Elementary Schools | Middle Schools | High Schools |
|---|--------------------|----------------|--------------|
| 1 |                    |                |              |
| 2 |                    |                |              |